



Dedham Public Library

Massachusetts

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Tracy Driscoll, Chair
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DPL TRUSTEES MEETING MINUTES	
JANUARY 22, 2015, MAIN LIBRARY, 1:00 PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Tracy Driscoll
SECRETARY	Monika Wilkinson
ATTENDEES	Cecilia Emery Butler, Tracy Driscoll, Monika Wilkinson, Margaret Connolly, Mary Ann Tricarico, Rosemarie Shrewsbury
PUBLIC ATTENDEES	Michael Chalifoux, Sarah Santos, Elizabeth Martin

The January 22, 2015, meeting of the Dedham Library Board of Trustees was called to order at 1:03 pm by Chairperson Ms. Driscoll.

- 1. Public Comment:** Mr. Chalifoux expressed frustration at the delay of the start of the December meeting that was preceded by a farewell for Trustee Rachel Tuerck. He also cautioned Trustees against using any funds for marketing materials and warned that Trustees could be fined for improper actions. He suggested working to keep the libraries

open on weekends and noted that out of 377 libraries in Massachusetts only 12 main libraries are closed on weekends. He reminded trustees of their responsibilities that include the custody and management of the Library and the preparation of annual budgets.

2. **Minutes:** Ms. Connolly moved to accept the December 3, 2014, minutes. Ms. Emery Butler seconded. All voted to accept with the correction of “Ms. Maroney” replacing “Denise” in the minute wording.
3. **Financial Report:** Financial report for December 2014 was reviewed. Ms. Wilkinson moved to accept. Ms. Connolly seconded. All voted to accept.
4. **Director’s Report:**

Dr. Tricarico shared the Budget Request for FY16. She shared her calculations for the MAR-compliant regulations and explained that the library budget for FY16 must be 1,088,587 to be MAR-compliant. She explained that we need to maintain a leveled operating budget with library expenditures of \$100,334 and materials at 15% to meet minimum requirements.

The Budget Review meeting will take place on February 4 at 9:30 AM in the Town Manager’s office. Ms. Driscoll and Ms. Wilkinson will join Dr. Tricarico for this meeting.

Dr. Tricarico made clear that she is not proposing the creation of new positions but instead an enhancement of the workforce we currently have. Ms. Emery Butler pointed out that last year we budgeted for 16.53 employees and the request for FY16 is for 17. The Town Manager’s recommendation is 16 for FY16, which is a decrease. Discussion about the changes in roles/position titles in the last year. Ms. Emery Butler pointed out that we currently have 16 FT and 9 PT. In reference to Mr. Chalifoux’s public comment, Ms. Wilkinson asked what the staffing was when the Main was open on weekends. All noted the decrease in staffing as reason for closures.

Ms. Wilkinson made a motion to accept the Budget Request for FY16. Ms. Emery Butler seconded the motion. All voted to accept.

Dr. Tricarico gave an update on the grants she has prepared most recently. She has submitted grant requests to Blue Hills and Dedham Savings for refurbishing of the Children’s Room.

Ms. Nancy Baker will be sharing a snow emergency call-in phone line.

Dr. Tricarico announced the hiring of Ms. Caitlyn Johnson as Technology and Adult Services Librarian. She will begin her new position on Feb. 2.

5. Old/New Business:

Trustees agreed to to table discussion on Roles and Responsibilities of Trustees to a future meeting when there is more time to review handouts.

Ms. Driscoll said that Ms. Nancy Baker said Trustees could appoint a person to fill Ms. Tuerck's open position before April election. She asked for opinions from Trustees. Ms. Wilkinson made a motion to wave opportunity to appoint. Ms. Emery Butler seconded. All voted to accept.

Procedures for meetings. Ms. Driscoll would like to suggest set meeting times. Discussion of days/times. Trustees agreed that Thursdays the second week of the month would be a time that could work for all, alternating between evening and daytime meetings. Meetings will be held at Endicott. Ms. Driscoll explained her intention to keep meetings under 2 hours. She said that in addition to discussing roles and responsibilities she would like to go through the strategic plan and goals to identify what is in need of our attention. Director's evaluation will be reviewed for next meeting.

Ms. Emery Butler in January investigated the BPCC. She also would like to thank the Library for flowers for Marcia Withiam-Wilson on the death of her husband. She commented on the weekly reminders for bill signing.

Trustees agreed to procedure for of signing the bills.

Ms. Connolly made a motion to adjourn the meeting. Ms. Driscoll seconded. All voted in favor. The meeting was adjourned at 1:57 PM.

Respectfully submitted,

Monika Wilkinson

Attachments:

Agenda

Director's Report
Finance Report

Future Meetings:

February 12, Endicott, 7:00 PM, monthly meeting